

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

NEX-HPT-629-15

募集締切日：

Closing Date

26 Jan 15

発行日：

Date of Issue

6 Jan 15

1.職種名 Job title (等級 Grade 3 / 語学等級 LD N/A)

Sales Checker #241  
セールス・チェッカー

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系  
Administrative Blue Collar Trade Security Medical

募集人数  
No. of  
Recruitment

1 名

4.募集範囲 Area of Consideration

- I. ☒ 現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity  
II. ☒ 現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III. ☐ 現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV. ☒ 外部 Off Base Applicant

2.部隊 Activity

Navy Exchange, Yokosuka  
Retail Division, Main Exchange, Softlines

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 24 時間制 hrww)

勤務日 Work Days: 3 days/week

勤務時間 Work Hours: 8 hours/day, 0900-1745/1000-1845/1130-2015

休憩 Recess Period: 45 min/day

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

5.雇用の種類 Type of Employment

- ☐ MLC  
☒ IHA ☒ HPT  
950 yen/hour  
☐ 常用 Permanent  
☐ 限定 Limited Term (   カ月 Months )

6.職務内容 Duties

Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, receives cash/check from customers and makes change. Receives a cash fund for the register and turns in an equal amount plus all moneys received during the day. Totals sales on tape and checks against cash on hand. Assists in restocking of shelves and in the periodic inventories. Performs other related or incidental duties as assigned.

7.資格要件／身体条件 Qualification/Physical Requirements

- a. One year of general work experience OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field.  
b. Knowledge of customer service concepts and practices.  
c. Ability to communicate effectively and courteously with all levels of personnel.  
d. Ability to operate a cash register, count cash and accurately make change.  
e. Ability to make mathematical computations and operate a 10 key calculator.  
f. Ability to speak, read and write English at elementary proficiency level (LD-1).

\*A handicapped applicant may be accepted, depending on the degree and kind of disability.

障害のある方については、その程度により考慮します。

英語力 English Language Proficiency : ☐ 必要なし None ☒ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8

免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8



**\*\*時給制臨時雇用従業員(HPT)雇用について\*\***

**\*\*HPT-Hourly Pay Temporary (HPT) Employment\*\***

契約期間： 1 年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週 20 時間以上の場合は雇用保険の加入、週 30 時間以上健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。